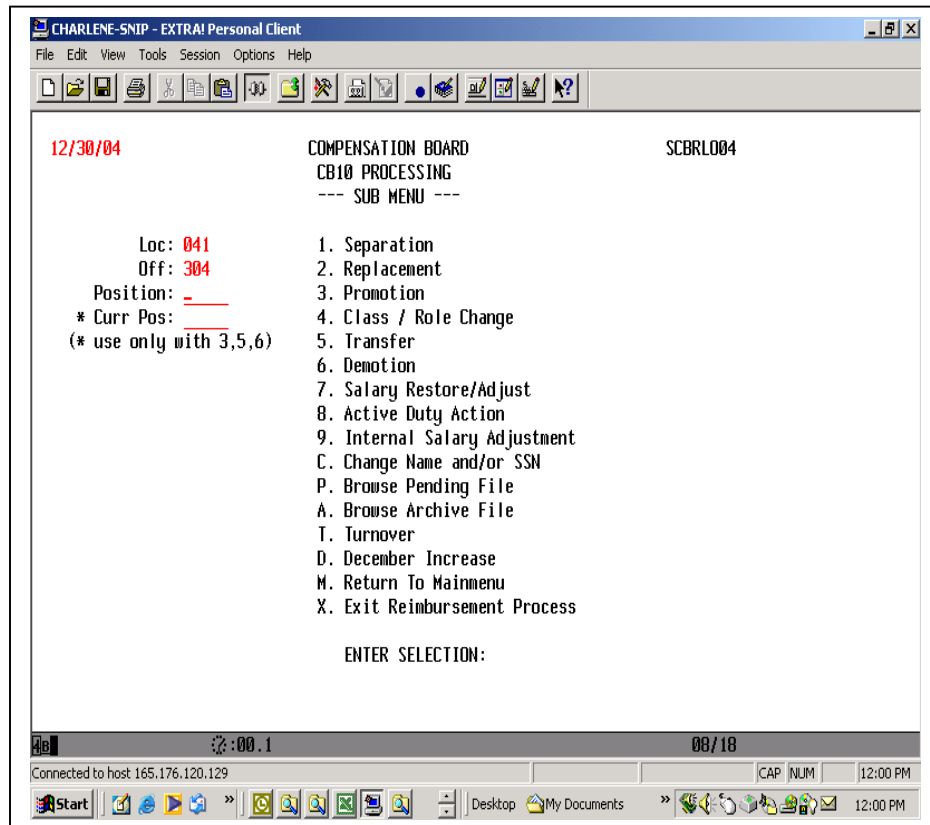


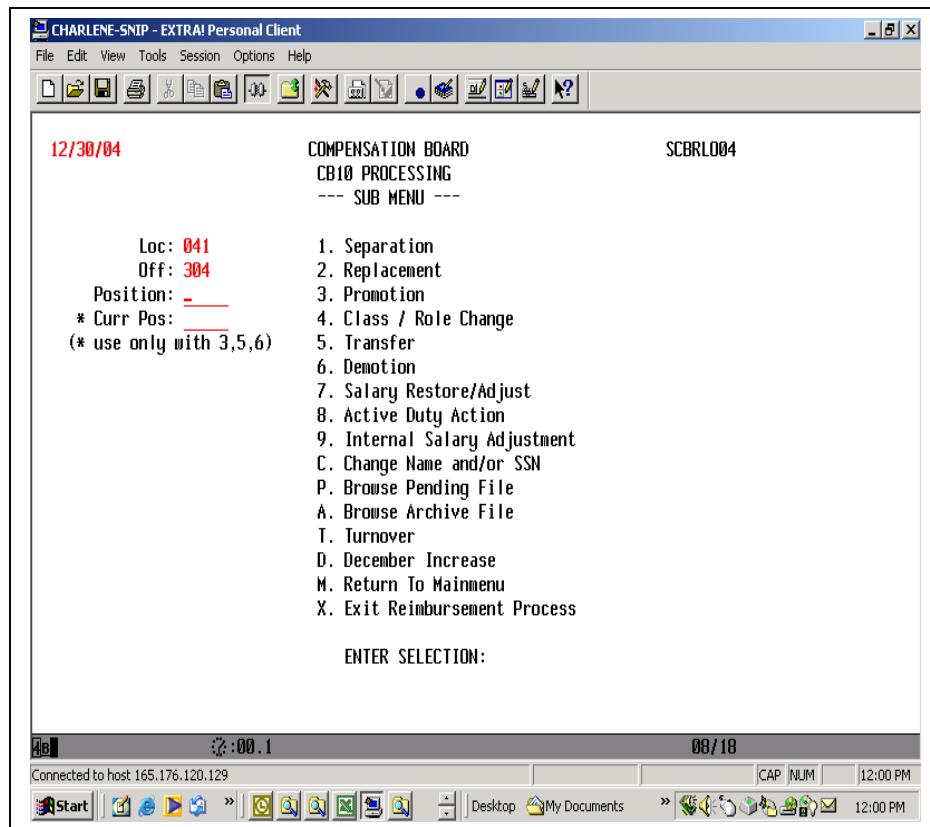
SNIP
CB10 SUB-MENU

The CB10 Sub-menu has been updated to reflect the new pay practices implemented January 1st, 2005. The new CB10 actions are Class/Role Change, Internal Salary Adjustment and Change Name and/or SSN.



- Option 4 - Class/Role change – Used to change the classification of a position; employee may remain in the current pay band or move to a higher or lower pay band. The salary increase or decrease may not exceed 10% per fiscal year when remaining within the current pay band. The salary increase may not exceed 15% per fiscal year when moving to a higher pay band, and the salary decrease may not exceed 10% per fiscal year when moving to a lower pay band. All salary amounts must remain within the minimum and the maximum of the new pay band.
- Option 9 - Internal Salary Adjustment – Used to increase or decrease the salary of a position without changing the role/classification. The salary increase or decrease may not exceed 10% within the fiscal year and may not exceed the maximum salary of the pay band.
- Option C - Change name and and/or SSN –Used to make a name change or correct the social security number of a current Compensation Board reimbursed employee. This CB10 action will update upon entry of the Officer’s user ID and will not require approval by the Compensation Board.

The following are changes to the current personnel actions (CB10s) due to the pay practices implemented January 1, 2005:



Option 2 – Replacement – Used for New Hires; Officer may offer the candidate a salary of the minimum salary of the pay band or up to 15% above the current salary. The salary cannot exceed the maximum of the pay band.

Option 3 – Promotion – Used to move an employee to a vacant position of a higher pay band at not more than 15% above the current salary or the minimum salary of the higher pay band, not to exceed the maximum salary of the pay band

Option 5 – Transfer – Used to transfer an employee to a vacant position in the same pay band. The salary may increase up to 10% within the fiscal year and may not exceed the maximum of the pay band.

Option 6 – Demotion – Used to move an employee to a vacant position of a lower pay band at not more than 10% below the current salary. The salary cannot exceed the maximum of the new lower pay band.

Certification – Enter “Y” for Yes or N for No to the following certification for all personnel actions.

“I certify that I have necessary funds in my budget, that I have written Job descriptions and conduct annual employee performance evaluations, and that I am in compliance with Compensation Board policies found in the operating manual. The pay factors considered in making this payroll determination are relevant. Documents supporting this action are a available in my office for auditing purposes.” _____ (Y=Yes, N=No)

If you have any questions concerning these pay practices, please call or email:

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City Sheriffs & Regional Jails - Kimberlee Goins, ext. 209 or email
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Treasurers & Commissioners - Kari Bullock, ext. 219 or email
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Clerks & Commonwealth's Attorneys - Paige Curtis, ext. 217 or email
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Charlene Rollins, ext. 206 or email
charlene.rollins@scb.virginia.gov

c: Compensation Board Staff